

# *Creating an NIH Biosketch Using SciENcv*

- *My NCBI Account*
- *Creating / Updating your My Bibliography in My NCBI*
- *Leveraging Information from Other Applications to Auto-Fill Your SciENcv Template*



## **SciENcv: Science Experts Network Curriculum Vitae**

A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI.

# Table of Contents



## [Introduction](#)

[What is SciENCv?](#)

[What does an NIH Biosketch look like](#)

[NIH Biosketch compliance](#)

[What does SciENCv do?](#)



## [Creating / Updating My NCBI Record as a source for SciENCv](#)

[Important change to NCBI Login](#)

[Step 1: Register for a free My NCBI Account](#)

[Step 2: Using the My Bibliography function](#)

[Step 3: Adding linkages to other sources](#)



## [Populating Your SciENCv Record](#)

[Step 4: My NCBI as basis for SciENCv](#)

[Step 5: Adding data from ORCID](#)

[Step 6: Adding Contributions to SciENCv](#)

[Step 7: Adding Scholastic Performance to SciENCv](#)

[Step 8: Downloading your formatted Biosketch](#)

[Step 9: Assigning Delegates](#)



## [Conclusion and Resources](#)

# What is SciENcv?



## SciENcv: Science Experts Network Curriculum Vitae

A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENcv is available in My NCBI.

<https://www.ncbi.nlm.nih.gov/sciencv/>

SciENcv is an application within My NCBI that can help you create an online profile that will be **formatted** to meet **NIH** and other government agencies' requirements for **grant submission** and **grant annual reports**.

### How will a SciENcv help me?

Freely available, SciENcv facilitates creating an NIH Biosketch by using data from other sources. SciENcv can **auto-populate** the Biosketch from, for instance, your ***My Bibliography within your My NCBI account*** and from your ***ORCID account***. SciENcv offers these advantages:

- Eliminates the need to repeatedly enter biosketch information for different grant applications/annual reports
- Allows researchers to maintain an ***accurate, comprehensive record*** of their expertise, employment, education, professional accomplishments, publications, and grant awards.
- Allows researchers to **describe their scientific contributions in their own language** (personal statement)

# The NIH Biosketch format / sections

This tutorial will guide you through the process of creating your SciENCv biosketch in **NIH ready format**, leveraging applications you may already be using, such as My NCBI's My Bibliography and ORCID.

## 5. Scholastic Performance (only present on fellowship version)

### D. Scholastic Performance

YEAR	COURSE TITLE	GRADE
GEORGETOWN UNIVERSITY		
2013	Seminar in Molecular Biology	P
2013	Basic Biomedical & Biological Sciences	P
2014	Model Systems	P
2014	Statistics for the Life Sciences	P
2014	Current Topics in Molecular Genetics	P
2015	Ethics in Biological Research	CRE
2015	Biochemistry	P
2015	Physiology	P
2016	Seminar in Systems Biology	P
2016	Protein Chemistry	P

Except for the scientific ethics course, Georgetown University graduate courses are graded P (pass) or F (fail). Passing is C plus or better. The scientific ethics course is graded CRE (credit) or NC (no credit). Students must attend at least seven of the eight presentation/discussion sessions for credit.

## 3. Positions and Honors

### B. Positions and Honors

#### Positions and Employment

1998-2000 Fellow, Division of Intramural Research, National Institute of Drug Abuse, Bethesda, MD  
 2000-2002 Lecturer, Department of Psychology, Middlebury College, Middlebury, VT  
 2001- Consultant, Coastal Psychological Services, San Francisco, CA  
 2002-2005 Assistant Professor, Department of Psychology, Washington University, St. Louis, MO  
 2007- Associate Professor, Department of Psychology, Washington University, St. Louis, MO

#### Other Experience and Professional Memberships

1995- Member, American Psychological Association  
 1998- Member, Gerontological Society of America  
 1998- Member, American Geriatrics Society  
 2000- Associate Editor, Psychology and Aging  
 2003- Board of Advisors, Senior Services of Eastern Missouri  
 2003-05 NIH Peer Review Committee: Psychobiology of Aging, ad hoc reviewer  
 2007-11 NIH Risk, Adult Addictions Study Section, members

#### Honors

2003 Outstanding Young Faculty Award  
 2004 Excellence in Research Award  
 2009 Award for Excellence in Research

### C. Contribution to Science

- My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging addiction problems. These publications document this emerging problem but guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the problem and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for addicted older adults and will continue to provide assistance in relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.
  - Gwycynski, J., Shaft, B.M., Merryly, R., & Hunt, M.C. (2002). Community based participatory research with late-life addicts. American Journal of Alcohol and Drug Abuse, 15(3), 222-238.
  - Shaft, B.M., Hunt, M.C., Merryly, R., & Venturi, R. (2003). Policy implications of genetic transmission of alcohol and drug abuse in female nonusers. International Journal of Drug Policy, 30(5), 46-58.
  - Hunt, M.C., Marks, A.E., Shaft, B.M., Merryly, R., & Jensen, J.L. (2004). Early-life family and community characteristics and late-life substance abuse. Journal of Applied Gerontology, 28(2), 26-37.
  - Hunt, M.C., Marks, A.E., Venturi, R., Crenshaw, W., & Ratonian, A. (2007). Community-based intervention strategies for reducing alcohol and drug abuse in the elderly. Addiction, 104(9), 1436-1606. PMID: PMC900292
- In addition to the contributions described above, with a team of collaborators, I directly documented the effectiveness of various intervention models for older substance abusers and demonstrated the importance of social support networks. These studies emphasized contextual factors in the etiology and maintenance of addictive disorders and the disruptive potential of networks in substance abuse treatment. This body of work also discusses the prevalence of alcohol, amphetamine, and opioid abuse in older adults and how networking approaches can be used to mitigate the effects of these disorders.
  - Hunt, M.C., Merryly, R., & Jensen, J.L. (2005). The effect of social support networks on morbidity among elderly substance abusers. Journal of the American Geriatrics Society, 57(4), 15-23.
  - Hunt, M.C., Pour, B., Marks, A.E., Merryly, R., & Jensen, J.L. (2005). Aging out of methadone treatment. American Journal of Alcohol and Drug Abuse, 15(6), 134-149.
  - Merryly, R. & Hunt, M.C. (2007). Randomized clinical trial of cotinine in older nicotine addicts. Age and Ageing, 38(2), 9-23. PMID: PMC9002364

## 4. Contributions to Science

## 1. Biographical Sketch – General Information

OMB No. 0925-0001 and 0925-0002 (Rev. 03/2020 Approved Through 02-28-2023)

**BIOGRAPHICAL SKETCH**  
 Provide the following information for the Senior/key personnel and other significant contributors. Follow this format for each person. DO NOT EXCEED FIVE PAGES.

NAME: Hunt, Morgan Casey

ORCID COMMONS USER NAME (credential, e.g., agency login): huntm.c

POSITION TITLE: Associate Professor of Psychology

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
University of California, Berkeley	B.S.	05/1990	Psychology
University of Vermont	Ph.D.	05/1996	Experimental Psychology
University of California, Berkeley			

### A. Personal Statement

I have the expertise, leadership, training, expertise and motivation necessary to successfully carry out this project. I have a broad background in psychology, with specific training and expertise in ethnographic and secondary data analysis on psychological aspects of drug addiction. My research includes neurophysiology of addiction. As PI or co-investigator on several university- and NIH-funded grants, I laid the ground work by developing effective measures of disability, depression, and other psychosocial factors related to addiction, and by establishing strong ties with community providers that will make it possible to recruit and study older adults documented in the following publications. In addition, I successfully administered the projects (e.g. IRB protections, budget), collaborated with other researchers, and produced several peer-reviewed public presentations. As a result of these previous experiences, I am aware of the importance of frequent communication among collaborators in constructing a realistic research plan, timeline, and budget. The current application builds logically on the work of my 2006 my career was disrupted due to family obligations. However, upon returning to the field I immediately resumed projects and collaborations and successfully competed for NIH support.

- Merryly, R.J. & Hunt, M.C. (2004). Independent living, physical disability and substance abuse among older adults. Journal of Aging and Health, 23(4), 10-22.
- Hunt, M.C., Jensen, J.L. & Crenshaw, W. (2007). Substance abuse and mental health among community-dwelling elderly. International Journal of Geriatric Psychiatry, 24(9), 1124-1135.
- Hunt, M.C., Wiechelt, S.A. & Merryly, R. (2008). Predicting the substance-abuse treatment needs of an aging population. Journal of Aging and Health, 20(12), 1633-1645.

## 2. Personal Statement

Sample biosketch from the NIH Grants & Funding webpage:

<https://grants.nih.gov/grants/forms/biosketch.htm>

# Requirements for a Compliant NIH Biosketch

<https://grants.nih.gov/faqs#/biosketches.htm?anchor=question54247>



View specific NIH forms: <https://grants.nih.gov/grants/forms/biosketch.htm>

## General Biosketch Guidance

- Entire Biosketch may not exceed 5 pages (this page limit includes the “Biographical Sketch” at the top of the first page).
- Must be submitted as a PDF document

## Biographical Sketch – General Information

OMB No. 0925-0001 and 0925-0002 (Rev. 03/2020 Approved Through 02-28-2023)

**BIOGRAPHICAL SKETCH**  
Provide the following information for the Senior/key personnel and other significant contributors.  
Follow this format for each person. DO NOT EXCEED FIVE PAGES.

NAME: Hunt, Morgan Casey

eRA COMMONS USER NAME (credential, e.g., agency login): [bun0m.c](#)

POSITION TITLE: Associate Professor of Psychology

EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
University of California, Berkeley	B.S.	05/1990	Psychology
University of Vermont	Ph.D.	05/1996	Experimental Psychology
University of California, Berkeley	Postdoctoral	08/1998	Public Health and Epidemiology

### Biographical Sketch

- eRA Commons user names are **optional only for other project personnel**. It is required for Program Directors/Principal Investigators, sponsors, mentors



# Requirements for a Compliant NIH Biosketch

<https://grants.nih.gov/faqs#/biosketches.htm?anchor=question54247>



View specific NIH forms: <https://grants.nih.gov/grants/forms/biosketch.htm>

## Section A. Personal Statement

### A. Personal Statement

I have the expertise, leadership, training, expertise and motivation necessary to successfully carry out the proposed research project. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of drug addiction. My research includes neuropsychological changes associated with addiction. As PI or co-Investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to the aging substance abuser, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work. During 2005-2006 my career was disrupted due to family obligations. However, upon returning to the field I immediately resumed my research projects and collaborations and successfully competed for NIH support.

1. [Merryle, R.J. & Hunt, M.C. \(2004\). Independent living, physical disability and substance abuse among the elderly. Psychology and Aging, 23\(4\), 10-22.](#)
2. [Hunt, M.C., Jensen, J.L. & Crenshaw, W. \(2007\). Substance abuse and mental health among community-dwelling elderly. International Journal of Geriatric Psychiatry, 24\(9\), 1124-1135.](#)
3. [Hunt, M.C., Wiechelt, S.A. & Merryle, R. \(2008\). Predicting the substance-abuse treatment needs of an aging population.](#)

With the NIH removal of Section D. ‘Research Support’ for Non-Fellowship Biosketches, you may now “include details related to ongoing or recently completed projects “ within the Personal Statement.

### Section A. Personal Statement

- Describe why you are **well-suited** for your **designated role on the project**. This could include your:
  - training, previous experimental work on the project’s or a related topic
  - technical expertise
  - collaborative work & scientific environment in which it occurred
  - research projects (ongoing and completed) from the **last three years** that you would like to highlight (previously included as “research support” under section D)
  - past performance in this or related fields of research
    - \*\*may include explanation of factors affecting past productivity (illness, family care, etc), or explain publications under a different name,
    - \*\***Do not** expand on contributions which will appear in Section C. **“Contributions to Science”**
  - Citations (**up to 4**) may be attached to the Personal Statement. They should:
    - represent publications **or research products**
      - **research products include but are not limited to:** audio or video products; conference proceedings such as meeting abstracts, posters, or other presentations; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware
    - highlight your experience and qualifications for this project
    - **Interim research products may be cited (there are specific citation formatting instructions)**

Sample biosketch from the NIH Grants & Funding webpage:

<https://grants.nih.gov/grants/forms/biosketch.htm>

<https://grants.nih.gov/faqs#/biosketches.htm?anchor=question54247>

## Section B. Positions, Scientific Appointments, and Honors

### B. Positions, Scientific Appointments, and Honors

#### Positions and Scientific Appointments

2021– Present	Associate Professor, Department of Psychology, Washington University, St. Louis, MO
2020 – Present	Adjunct Professor, McGill University Department of Psychology, Montreal, Quebec, Canada
2018 – Present	NIH Risk, Adult Addictions Study Section, members
2015 – 2017	Consultant, Coastal Psychological Services, San Francisco, CA
2014 – 2021	Assistant Professor, Department of Psychology, Washington University, St. Louis, MO
2014 – 2015	NIH Peer Review Committee: Psychobiology of Aging, ad hoc reviewer
2014 – Present	Board of Advisors, Senior Services of Eastern Missouri
2013 – 2014	Lecturer, Department of Psychology, Middlebury College, Middlebury, VT
2011 – Present	Associate Editor, Psychology and Aging
2009 – Present	Member, American Geriatrics Society
2009 – Present	Member, Gerontological Society of America
2009 – 2013	Fellow, Division of Intramural Research, National Institute of Drug Abuse, Bethesda, MD
2006 – Present	Member, American Psychological Association

#### Honors

2020	Award for Best in Interdisciplinary Ethnography, International Ethnographic Society
2019	Excellence in Teaching, Washington University, St. Louis, MO
2018	Outstanding Young Faculty Award, Washington University, St. Louis, MO

Sample biosketch from the NIH Grants & Funding webpage:

<https://grants.nih.gov/grants/forms/biosketch.htm>

### Section B. Positions, Scientific Appointments, and Honors

- list in reverse chronological order
- Include ***all titled professional, institutional, or academic appointments*** whether or not you received remuneration and regardless of whether they were full-time, part-time, or voluntary
- **Students, postdoctorates, and junior faculty** should include **scholarships, traineeships, fellowships, and development awards**, as applicable
- Clinicians should include information on any **clinical licensures** and **specialty board certifications** achieved

## Section C. Contributions to Science

<https://grants.nih.gov/faqs#/biosketches.htm?anchor=question54247>

### C. Contribution to Science

1. My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging addiction problems. These publications document this emerging problem but guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the problem and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for addicted older adults and will continue to provide assistance in relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.
  - a. Gryczynski, J., Shaft, B.M., Meryle, R., & Hunt, M.C. (2002). Community based participatory research with late-life addicts. *American Journal of Alcohol and Drug Abuse*, 15(3), 222-238.
  - b. Shaft, B.M., Hunt, M.C., Meryle, R., & Venturi, R. (2003). Policy implications of genetic transmission of alcohol and drug abuse in female nonusers. *International Journal of Drug Policy*, 30(5), 46-58.
  - c. Hunt, M.C., Marks, A.E., Shaft, B.M., Meryle, R., & Jensen, J.L. (2004). Early-life family and community characteristics and late-life substance abuse. *Journal of Applied Gerontology*, 28(2), 26-37.
  - d. Hunt, M.C., Marks, A.E., Venturi, R., Crenshaw, W., & Ratonian, A. (2007). Community-based intervention strategies for reducing alcohol and drug abuse in the elderly. *Addiction*, 104(9), 1436-1606. PMID: PMC9000292
2. In addition to the contributions described above, with a team of collaborators, I directly documented the effectiveness of various intervention models for older substance abusers and demonstrated the importance of social support networks. These studies emphasized contextual factors in the etiology and maintenance of addictive disorders and the disruptive potential of networks in substance abuse treatment. This body of work also discusses the prevalence of alcohol, amphetamine, and opioid abuse in older adults and how networking approaches can be used to mitigate the effects of these disorders.
  - a. Hunt, M.C., Meryle, R., & Jensen, J.L. (2005). The effect of social support networks on morbidity among elderly substance abusers. *Journal of the American Geriatrics Society*, 57(4), 15-23.
  - b. Hunt, M.C., Pour, B., Marks, A.E., Meryle, R., & Jensen, J.L. (2005). Aging out of methadone treatment. *American Journal of Alcohol and Drug Abuse*, 15(6), 134-149.
  - c. Meryle, R. & Hunt, M.C. (2007). Randomized clinical trial of cotinine in older nicotine addicts. *Age and Ageing*, 38(2), 9-23. PMID: PMC9002364

## Section C. Contributions to Science

- Up to 5 contributions to science with **no more than 4 citations per contribution**
- Requirements:
  - Each contribution should **briefly** describe:
    - ❖ a specific research theme/topic/problem
    - ❖ **historical background** that frames the scientific problem
    - ❖ Influence of the **findings of prior work on the progress of science or application to technology**
    - ❖ **researcher's role(s)** in the work described
- You may mention manuscripts that have not yet been accepted for **publication** as part of your contribution prose (but do not include them in the citations)

Citations (**up to 4**) may be attached to each Contribution. They should:

- be relevant to the Contribution topic
- present publications **or research products** (see section A. for definition of (“research product”))
- Indicate your role if you not an author
- **Interim research products may be cited** (there are specific citation formatting instructions)

**Suggestions** for “Section C – Contributions to Science”

- **Optional hyperlink** to a full list of the researcher's publications in **My NCBI**
- Separate contributions take only ½ page including publications listing, especially if you are inputting 5 contributions



<https://grants.nih.gov/faqs#/biosketches.htm?anchor=question54247>

## D. Scholastic Performance

### D. Scholastic Performance

YEAR	COURSE TITLE	GRADE
GEORGETOWN UNIVERSITY		
2013	Seminar in Molecular Biology	P
2013	Basic Biomedical & Biological Sciences	P
2014	Model Systems	P
2014	Statistics for the Life Sciences	P
2014	Current Topics in Molecular Genetics	P
2015	Ethics in Biological Research	CRE
2015	Biochemistry	P
2015	Physiology	P
2016	Seminar in Systems Biology	P
2016	Protein Chemistry	P

Except for the scientific ethics course, Georgetown University graduate courses are graded P (pass) or F (fail). Passing is C plus or better. The scientific ethics course is graded CRE (credit) or NC (no credit). Students must attend at least seven of the eight presentation/discussion sessions for credit.

Sample postdoctoral fellowship biosketch from the NIH Grants & Funding webpage:

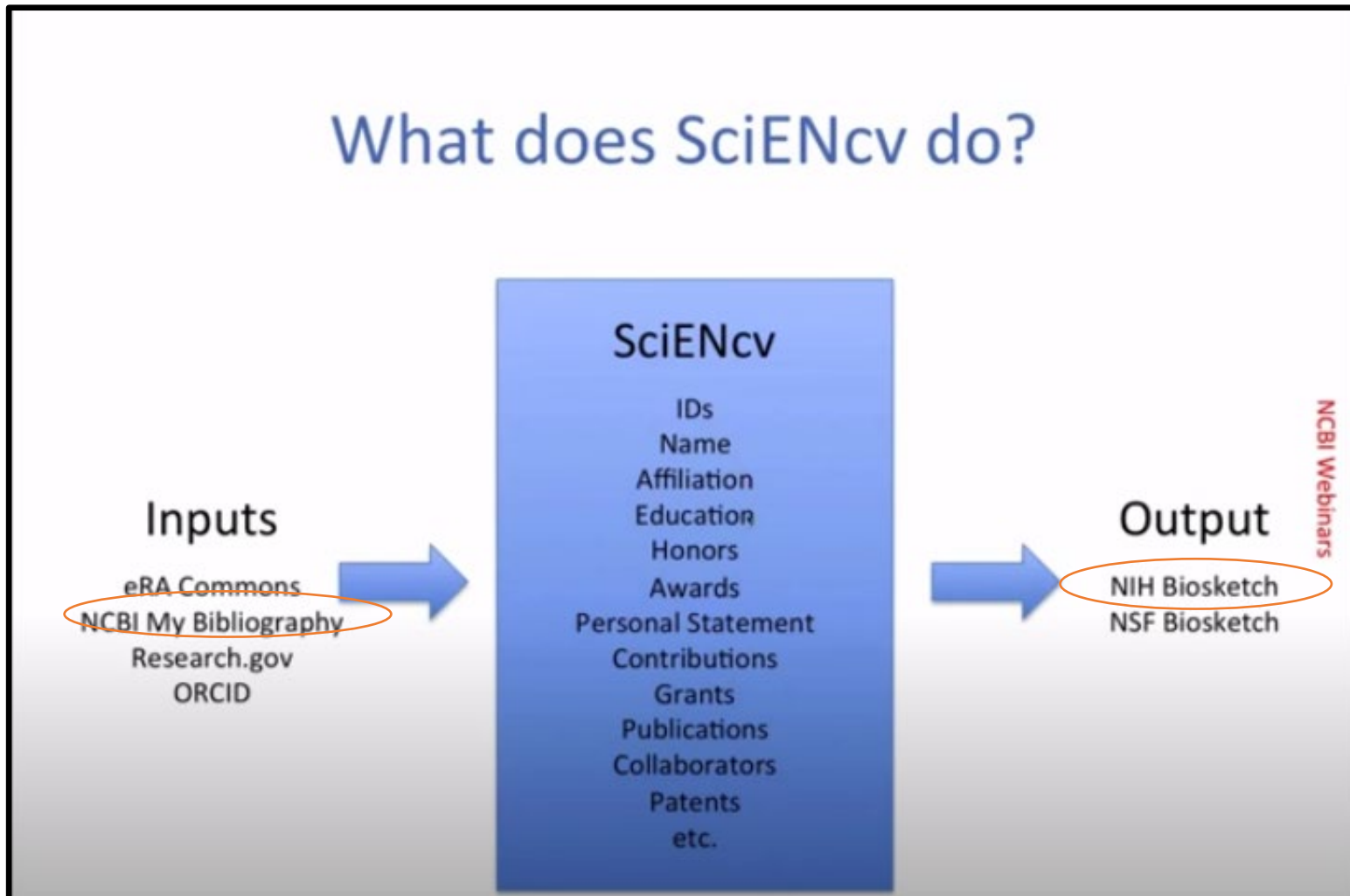
<https://grants.nih.gov/grants/forms/biosketch.htm>

### Section D. Scholastic Performance (*only applies to fellowship version*)

#### Scholastic Performance

- Predoctoral applicants/candidates (including undergraduates and post-baccalaureates):
  - List by institution and year all undergraduate and graduate courses, with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale. Also indicate the levels required for a passing grade.
- Postdoctoral applicants:
  - List by institution and year all graduate scientific and/or professional courses with grades. In addition, explain any grading system used if it differs from a 1-100 scale; an A, B, C, D, F system; or a 0-4.0 scale. Also indicate the levels required for a passing grade

# What Does SciENcv do?



Schematic per NCBI Webinars:  
<https://www.youtube.com/watch?v=V3VquWmgcco>

# Creating or Updating Your My NCBI Account

# Important Change to NCBI login

<https://ncbiinsights.ncbi.nlm.nih.gov/2021/01/05/important-changes-ncbi-accounts-2021/>

- Starting June 1, 2021, you will need to login using credentials from a **federated account** (e.g., Google, NIH, eRA Commons, ORCID, Login.gov or a university or institutional access point) **There is no longer a direct NCBI login.**

NCBI Username and passwords were eliminated 6/1/2021. NCBI redirects users who attempt to use them.

Welcome back!

Your NCBI password has been retired. Please log in using a 3rd-party login linked to your account. If you need help, contact the [Help Desk](#).

NCBI Username

Password

Log in  Keep me logged in

[Forgot login info?](#)

other login options

Log in again with ORCID

or

eRA Commons

Google Account

ORCID

Login.gov

Microsoft

NIH Account

NCBI Account

more login options

To check if you already have **linked accounts**, login to MyNCBI and click your name in the upper right corner. This will display your NCBI Account Settings

National Library of Medicine  
National Center for Biotechnology Information

annettewilliams

My NCBI My Bibliography Account Settings Site Preferences

MyNCBI Dashboard > NCBI Account Settings

### NCBI Account Settings

Email

This email is used for delivery of saved searches and recovery of password for your native NCBI account.

Email	Status	Edit
annette.williams@vumc.org	(confirmed)	<a href="#">✎</a>

NCBI Account

Your password has been retired. You must log in using a third-party account.

Username	Password
annettewilliams	(retired)

Linked Accounts

You can log into your NCBI account via these third parties. Contact the third party about any issues related to logging into any of the accounts below.

Account	Email/ID	Remove
ORCID	Annette.williams@vumc.org (logged in)	<a href="#">✖</a>
Vanderbilt University (VU)	annette.williams@vumc.org	<a href="#">✖</a>

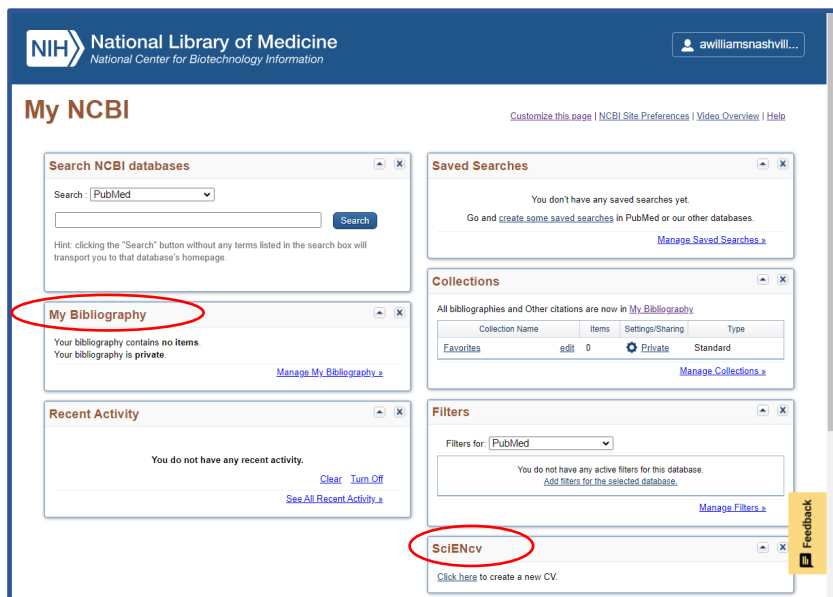
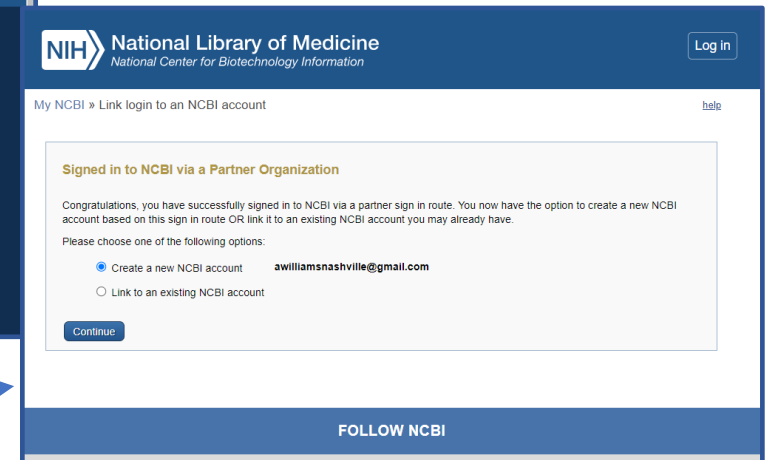
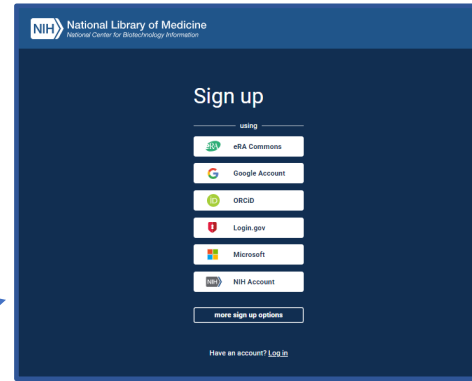
<https://ncbiinsights.ncbi.nlm.nih.gov/ncbi-login-retirement-faqs/>

# Prepare Your My NCBI Dashboard

## Step 1: Register for a My NCBI Account

If you do not already have an NCBI Account

- Go to: <https://account.ncbi.nlm.nih.gov/signup/>
- Select an option from the list of federated sign on methods
- After signing in using a federated logon, you will be asked to create a new account or link to an existing one
- Finally, you will be taken to your My NCBI “Dashboard”



My NCBI’s “Dashboard” consists of 7 segments

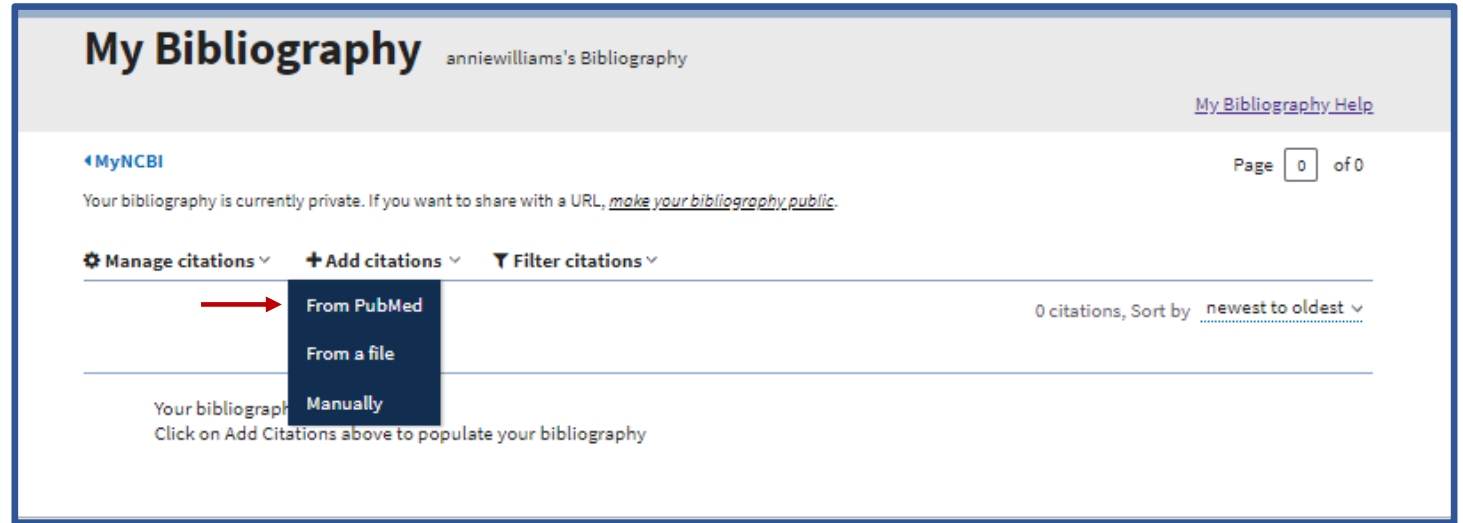
- For this tutorial you will only need to use the two sections that are circled in **red**
- For information about the other NCBI Dashboard sections, see NCBI’s tutorials at: <https://www.youtube.com/watch?v=ks46w3mNAQE> or <https://www.ncbi.nlm.nih.gov/books/NBK3843/>



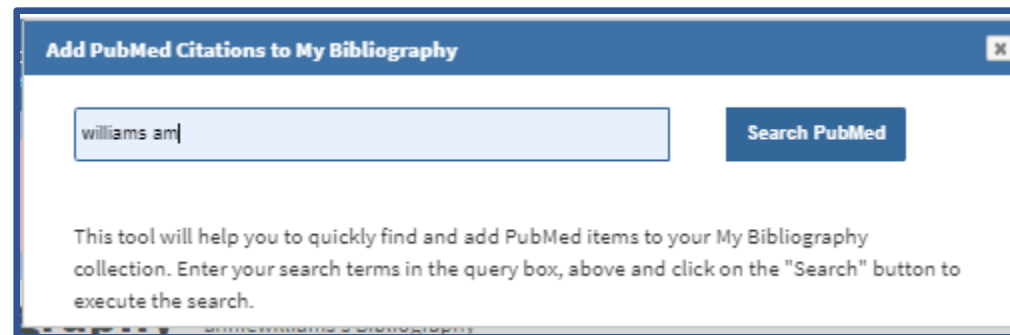
## Step 2: Use the My Bibliography Function within Your My NCBI Record to Create a List of Your Citations or to Update Your List

On the **My NCBI** “Dashboard” page, scroll to the **My Bibliography** section and select “Manage My Bibliography”

- Use the pulldown menu “Add Citations” and select “From PubMed”



- The system will respond with a small window allowing you to run a search on your name to locate your citations that are indexed in PubMed



**Note:** if you have published under different names or different permutations of your name, you may need to execute several searchers to locate all your citations.

## Step 2: Use My Bibliography Function to Create a List of Your Citations or to Update Your List (cont.)

- Searches will likely retrieve many citations which are not yours. Review them and **check the ones on which you are an author.** Then click the “Add to My Bibliography” button
- Note: PubMed retrieval includes all authors of a paper; you do not need to be first author for your paper to be retrieved
- The system will respond with a confirmation:

Search Results 641 items

- [Spousal mindfulness and social support in couples with chronic pain.](#)  
Williams AM, et al. Clin J Pain. 2014
- [Differential impacts of care-giving across three caregiver groups in Canada: end-of-life care, long-term care and short-term care.](#)  
Williams AM, et al. Health Soc Care Community. 2014
- [Strategically aligning a mandala of competencies to advance a transformative vision.](#)  
Giuse NB, et al. J Med Libr Assoc. 2013
- [Effects of an individually tailored Web-based chronic pain management program on pain severity, psychological health, and functioning.](#)  
Nevedal DC, et al. J Med Internet Res. 2013
- [Results of the two incidence screenings in the National Lung Screening Trial.](#)  
Randomized controlled trial  
Aberle DR, et al. N Engl J Med. 2013
- [How experts practice: a novel test of deliberate practice theory.](#)  
Coughlan EK, et al. J Exp Psychol Learn Mem Cogn. 2014
- [A qualitative study examining the sustainability of shared care in the delivery of palliative care services in the community.](#)  
Demiglio L, et al. BMC Palliat Care. 2013
- [Splenic laceration following ERCP.](#)  
Review article  
Paredes AH, et al. Endoscopy. 2013

4 item(s) selected Add To My Bibliography

Citation(s) successfully added to your My Bibliography. Add To My Bibliography

My Bibliography will now show the citations you pulled from PubMed

**My Bibliography** anniewilliams's Bibliography [My Bibliography Help](#)

Page 1 of 1

Your bibliography is currently private. If you want to share with a URL, [make your bibliography public.](#)

Manage citations Add citations Filter citations Search citations Search

4 citations, Sort by newest to oldest

- Kusnoor SV, Blasingame MN, Williams AM, DesAutels SJ, Su J, Giuse NB. A narrative review of the impact of the transition to ICD-10 and ICD-10-CM/PCS. JAMIA Open. 2020 Apr;3(1):126-131. doi: 10.1093/jamiaopen/ooz066. eCollection 2020 Apr. PubMed PMID: 32607494; PubMed Central PMCID: PMC7309233.
- Koonce TY, Blasingame MN, Zhao J, Williams AM, Su J, DesAutels SJ, Giuse DA, Clark JD, Fox ZE, Giuse NB. SPI-Hub™: a gateway to scholarly publishing information. J Med Libr Assoc. 2020 Apr;108(2):286-294. doi: 10.5195/jmla.2020.815. Epub 2020 Apr 1. PubMed PMID: 32256240; PubMed Central PMCID: PMC7069808.
- Fox ZE, Williams AM, Blasingame MN, Koonce TY, Kusnoor SV, Su J, Lee P, Epelbaum MI, Naylor HM, DesAutels SJ, Frakes ET, Giuse NB. Why equating all evidence searches to systematic reviews defies their role in information seeking. J Med Libr Assoc. 2019 Oct;107(4):613-617. doi: 10.5195/jmla.2019.707. Epub 2019 Oct 1. PubMed PMID: 31607825; PubMed Central PMCID: PMC6774532.
- Giuse NB, Kusnoor SV, Koonce TY, Ryland CR, Walden RR, Naylor HM, Williams AM, Jerome RN. Strategically aligning a mandala of competencies to advance a transformative vision. J Med Libr Assoc. 2013 Oct;101(4):261-7. doi: 10.3163/1536-5050.101.4.007. PubMed PMID: 24163597; PubMed Central PMCID: PMC3794681.

## Step 2: Use My Bibliography Function to Create a List of Your Citations or to Update Your List (cont.)

If you have citations that are not indexed in PubMed, you can add them manually with an easily fillable form

The screenshot shows the 'My Bibliography' page for 'anniewilliams's Bibliography'. It features a search bar, a 'Search' button, and a list of citations. A dropdown menu is open under 'Add citations', showing options: 'From PubMed', 'From a file', and 'Manually'. A red arrow points from the 'Manually' option to the 'Add citation manually' dialog box.

The 'Add citation manually' dialog box prompts the user to 'Choose the type of citation to create:'. The selected option is 'Journal article that does not appear in PubMed'. The form includes fields for Title, Author (First Name, MI, Last Name), Journal, Publication Date (with radio buttons for 'Current' and 'Forthcoming'), Volume, Issue, Page, URL, and Unique ID. The 'Type' is set to 'PMID'. There are 'Add Citation' and 'Cancel' buttons at the bottom.

Once you have added your citations, My Bibliography will be ready to serve as a *linked source* for adding citations to your SciENcv profile.

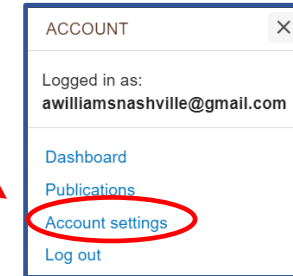
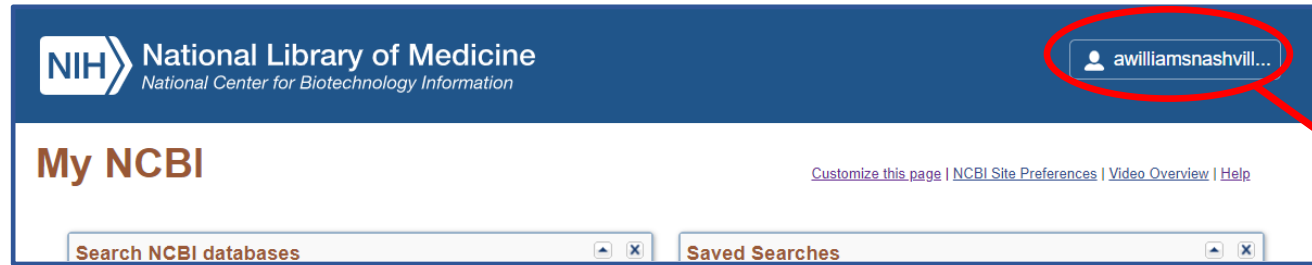
The screenshot shows the 'My Bibliography' page after adding a citation. A green message box states 'Citation(s) successfully added to your My Bibliography.' Below it, the citation list is updated. A red circle highlights the newly added citation: 'DesAutels SJ, Zutter MM, Williams AM, Giuse DA, Fox ZE, Youngblood M, Steed WW, Giuse NB. Integrating Evidence to Inform Lab Test Selection into a Knowledge Management Framework. AMIA Clinical Informatics Conference. 2018 May;'. The citation has an 'Edit citation' button and is marked as 'Manually-entered'.

Additionally, you can add citations from a file. For instructions, see: [https://www.ncbi.nlm.nih.gov/books/NBK53595/#mybibliography.Adding\\_Citations\\_from\\_a\\_F](https://www.ncbi.nlm.nih.gov/books/NBK53595/#mybibliography.Adding_Citations_from_a_F)

**\*\*Note:** You will need to maintain the currency of your My Bibliography in an ongoing basis; new citations will not be automatically added from PubMed

### Step 3: Create Linkages with Other Accounts

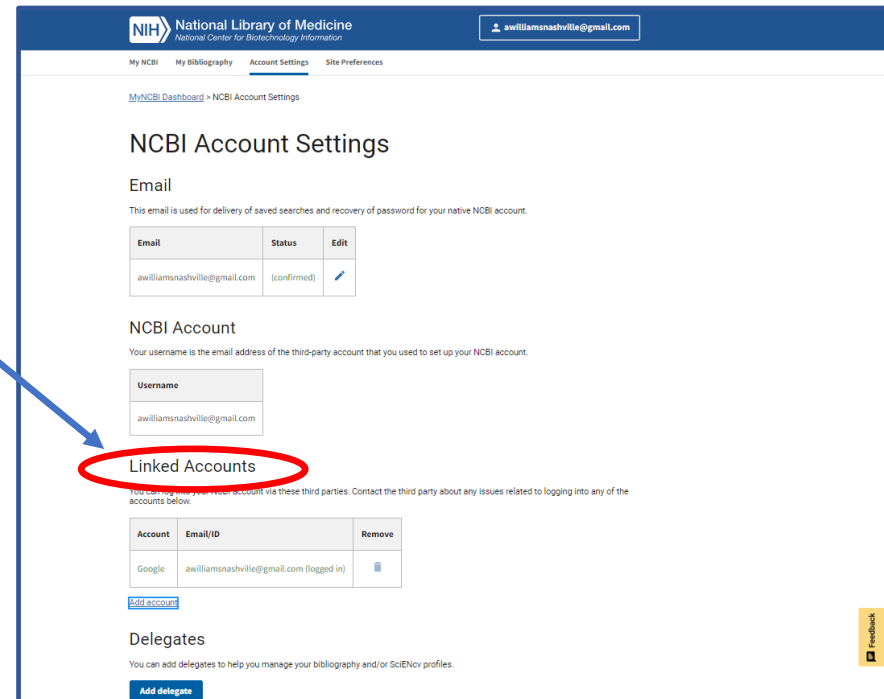
To **import data** from outside sources, you need to **link** the accounts to your My NCBI Account. Doing so grants your authorization to pass the data. Within your My NCBI Account, click your **username** in upper right and from the popup box select **Account Settings**.



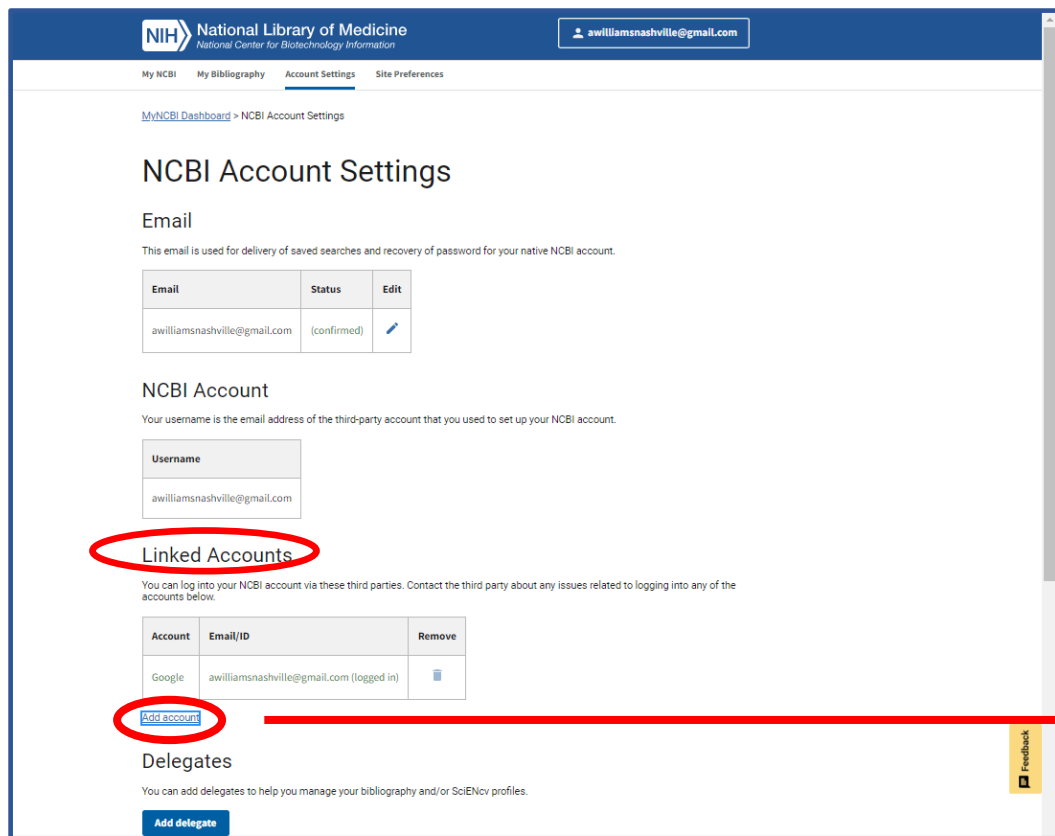
Within the **NCBI Account Setting page** there is an option called “Linked Accounts” which allows you to take advantage of biographical and bibliographical information residing within other organizations (“partner organizations”).

This function will enable you to import:

- Biographical blurb (i.e., Personal Statement)
- Employment history
- Education & Qualifications
- Funding



## Step 3: Create Linkages with Other Accounts (cont.)



NIH National Library of Medicine  
National Center for Biotechnology Information

awilliamsnashville@gmail.com

My NCBI My Bibliography Account Settings Site Preferences

MyNCBI Dashboard > NCBI Account Settings

### NCBI Account Settings

#### Email

This email is used for delivery of saved searches and recovery of password for your native NCBI account.

Email	Status	Edit
awilliamsnashville@gmail.com	(confirmed)	<a href="#">✎</a>

#### NCBI Account

Your username is the email address of the third-party account that you used to set up your NCBI account.

Username
awilliamsnashville@gmail.com

#### Linked Accounts

You can log into your NCBI account via these third parties. Contact the third party about any issues related to logging into any of the accounts below.

Account	Email/ID	Remove
Google	awilliamsnashville@gmail.com (logged in)	<a href="#">✕</a>

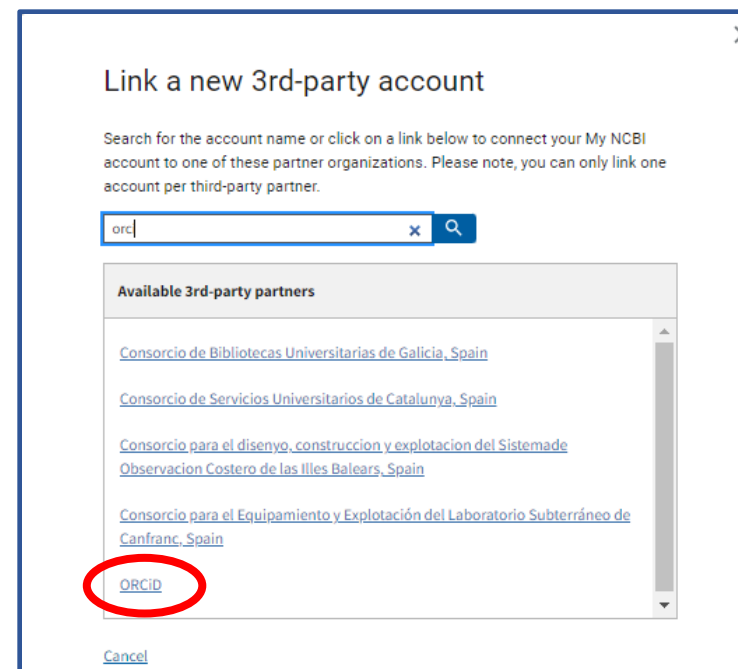
[Add account](#)

#### Delegates

You can add delegates to help you manage your bibliography and/or SciENov profiles.

[Add delegate](#)

Within “Linked Accounts” click the “Add account” link to search for other accounts in which your biographical / bibliographic information resides



### Link a new 3rd-party account

Search for the account name or click on a link below to connect your My NCBI account to one of these partner organizations. Please note, you can only link one account per third-party partner.

Available 3rd-party partners

- [Consorcio de Bibliotecas Universitarias de Galicia, Spain](#)
- [Consorcio de Servicios Universitarios de Catalunya, Spain](#)
- [Consorcio para el diseno, construccion y explotacion del Sistemade Observacion Costero de las Illes Balears, Spain](#)
- [Consorcio para el Equipamiento y Explotación del Laboratorio Subterráneo de Canfranc, Spain](#)
- [ORCID](#)

[Cancel](#)

Here a search for ORCID retrieves a hyperlink to ORCID in which I have an account

For information on establishing an ORCID account, please see the Center for Knowledge Management’s Tutorial listing at <https://spi-hub.app.vumc.org/tutorials>





# Creating Your SciENCv

## Step 4: Start Using SciENcv within My NCBI to Build Your Biosketch

The screenshot shows the My NCBI dashboard with several sections: Search NCBI databases, Saved Searches, My Bibliography, Recent Activity, Collections, and Filters. The SciENcv link is circled in red at the bottom of the page. A red arrow points from the text on the right to this link.

Return back to your My NCBI Dashboard and scroll to the **SciENcv** section in the lower right corner to begin to create a new CV.

- Next, assign a file name, perhaps related to your grant
- Select the type (format) of Biosketch you wish to create; here we are selecting NIH Biosketch
- Select an external source (if applicable); we will select ORCID
- Choose your privacy option.

The screenshot shows the 'Create a New Document' form with the following fields and options:

- Document name:** A text input field with the placeholder text "Enter a name to help you to identify this document".
- Format:** Radio buttons for NIH Biosketch (selected), NIH Fellowship Biosketch, NSF Biographical Sketch, NSF Current and Pending (Other) Support, and IES Biosketch.
- Choose data source:** Radio buttons for Start with a blank document and Existing Document: (disabled). Below it, a dropdown menu for External source: ORCID (selected).
- Sharing:** Radio buttons for Private (selected) and Public.

A red arrow points from the text on the right to the External source dropdown menu.

External source dropdown menu offers:

- eRA Commons
- ORCID
- National Science Foundation

# Step 5: Adding Data from your ORCID Account (biography, employment, education and funding)

NIH National Library of Medicine  
National Center for Biotechnology Information

awilliamsnashvill...

My NCBI » SciENcv » Annette Williams Test

Profile name: Annette Williams Test [ Edit ] Download: PDF Word XML

Profile type: NIH BioSketch NIH Biographical Sketch Instructions (PDF)

Last Updated: 16 July 2020

Sharing: Public. Share via this URL: <https://www.ncbi.nlm.nih.gov/mynbi/annette.williams.1/ov/375542/> [ Stop Sharing ]

NAME [ Edit ]  
Williams, Annette  
[Click here to link eRA Commons account](#)

ORCID ID  
<https://orcid.org/0000-0002-2526-3857>

EDUCATION/TRAINING [ Edit entries ]  
(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)

INSTITUTION AND LOCATION	DEGREE (if applicable)	MM/YYYY	FIELD OF STUDY
State University of New York at Buffalo, Buffalo, New York, US	MLS	1991	

[add another degree/training](#)

The system responds by auto-populating your SciENcv template with information from your ORCID record.

Data from ORCID record Maps to fields in SciENcv

ORCID	SciENcv
Biography (prose)	Personal Statement
Employment	Positions, Scientific Appointments, and Honors
Education & Qualifications	Education and Training; Scholastic Performance

**A. Personal Statement** [ Edit statement ]

My entire career has been devoted to health information sciences with a firm trajectory along the path of data and information organization, defining metadata for a variety of data types, and facilitating discovery of relations among data. In 1992 I started my professional career as a medical cataloger at the State University of New York at Buffalo, and joined the Eskin Biomedical Library (EBL) at Vanderbilt University Medical Center (VUMC) in 1993 where my skills were applied to the then burgeoning world of digital resource management and digital libraries. I had the opportunity to expand my skill set and knowledge of medicine through participation in EBL's training program. Additionally, through Vanderbilt educational offerings, I gained an understanding of study design, clinical trials, research ethics, and scientific integrity. At EBL I developed and taught classes on knowledge management and electronic resource use. While at the AHRQ-sponsored Evidence-based Practice Center at Vanderbilt, I participated in the development and execution of systematic reviews. More recently, as a senior information scientist within VUMC's Center for Knowledge Management, I have worked closely with Dr. Nunzia Bettinsoli Giuse, Vice President of Knowledge Management, to aid in our center's initiatives in applying knowledge management strategies to organize and provide evidentiary support for clinical decision rules residing within a variety of clinical systems. I have served as an alternate member of all three Institutional Review Board (IRB) Health Sciences Committees reviewing research proposals/protocols involving human participant, since February 2015.

Optional: You may identify up to four peer reviewed publications that specifically highlight your experience and qualifications for this project.  
[ Select citations ]

You have not listed any citations.

**B. Positions, Scientific Appointments and Honors**

**Positions and Scientific Appointments** [ Edit entries ]  
2015 - present Senior Information Scientist, Vanderbilt University Medical Center, Center for Knowledge Management, Nashville, TN, US  
[add another entry](#)

**Other Experience and Professional Memberships**  
You have not listed any professional memberships. Please [add one](#).

**Honors**  
You have not listed any honors. Please [add one](#).

Note: Linking to eRA Commons also allows you to bring in biographical information and work experience from that profile.

## Step 6: Addressing the “Contributions to Science” portion of SciENCv

### C. Contribution to Science [ Done ]

You can add up to 5 contributions. Drag and drop tabs to rearrange.

[Add another contribution](#)

1

Description [edit](#)

[Delete this contribution](#)

Citations [ [Save citations](#) ]

Please include up to four citations that are relevant to this contribution.

My Bibliography

ORCID

Sort by: Publication date Select: [None](#) 0 item(s) selected

- Koonce TY, Blasingame MN, Zhao J, Williams AM, Su J, DesAutels SJ, publishing information. J Med Libr Assoc. 2020 Apr;108(2):286-294. PubMe
- Kusnoor SV, Blasingame MN, Williams AM, DesAutels SJ, Su J, Giuse N JAMIA Open. 2020 Apr;3(1):126-131. PubMed PMID: 32607494; PubMe
- Fox ZE, Frakes ET, Su J, Blasingame MN, Epelbaum MI, DesAutels SJ, Capture, Support, and Archive Systems-Embedded Clinical Decision Su

Citations [ [Save citations](#) ]

Please include up to four citations that are relevant to this contribution.

My Bibliography

ORCID

Sort by: Publication date Select: [None](#) 0 item(s) selected [Refresh the list fro](#)

- Kusnoor S, Blasingame M, Williams A, DesAutels S, Su J, Giuse N. A narrative review of 2020 April; 3(1):126-131. Available from: <https://academic.oup.com/jamiaopen/article/3/1/126/5687271> DOI: 10.1093/jamiaopen/ooz066
- Koonce T, Blasingame M, Zhao J, Williams A, Su J, DesAutels S, Giuse D, Clark J, Fox Z, Giuse N. SPI-Hub™: a gateway to scholarly publishing information. Journal of the Medical Library Association. 2020 April 01; 108(2):- . Available from: <http://jmla.pitt.edu/ojs/jmla/article/view/815> DOI: 10.5195/jmla.2020.815
- Fox ZE, Williams AM, Blasingame MN, Koonce TY, Kusnoor SV, Su J, Lee P, Epelbaum MI, Naylor HM, DesAutels SJ, Frakes ET, Giuse NB. Why equating all evidence searches to systematic reviews defies their role in information seeking. J Med Libr Assoc. 2019 Oct;107(4):613-617. PubMed PMID: 31607825; PubMed Central PMCID: PMC6774532.
- Bench to Bedside: Detailing the Catalytic Roles of Fully Integrated Information Scientists. ; c2019. Available from: <https://www.sla.org/learn/research/sla-contributed-papers/2019-contributed-papers/>
- Kusnoor SV, Koonce TY, Hurley ST, McClellan KM, Blasingame MN, Frakes ET, Huang LC, Epelbaum MI, Giuse NB. Collection of social determinants of health in the community clinic setting: a cross-sectional study. BMC Public Health. 2018 Apr 24;18(1):550. PubMed PMID: 29699539; PubMed Central PMCID: PMC5921557.
- Giuse NB, Kusnoor SV, Koonce TY, Naylor HM, Chen SC, Blasingame MN, Anderson IA, Micheel CM, Levy MA, Ye F, Lovly CM. Guiding Oncology Patients Through the Maze of Precision Medicine. J Health Commun. 2016;21 Suppl 1:5-17. PubMed PMID: 27043753; NIHMSID: NIHMS791642; PubMed Central PMCID: PMC4910693.

Include link to complete list of published work in [My Bibliography](#).  
(Selecting this option will make the list public.)

Add your Contributions to Science. Notice that you can have up to **5 separate Contribution topics**.

Start each by writing a **Description** of your area of expertise. *Per NIH, this should include historical background framing the problem, central findings, the influence of the findings on the progress or science or application of those finding.*

Then move on to **add up to 4 of your citations that support that area of expertise**. You can use citations from **My Bibliography and/or ORCID** to populate the citation listings.

Note that you can also elect to include the link to your full citation list in My Bibliography by clicking the checkbox.

## Step 7: Addressing the “Scholastic Performance” portion of SciENCv (*only applies to fellowship version*)

If your academic history does not automatically populate from a linked source, you will need to add your degree(s).

**D. Scholastic Performance**

**Scholastic Performance**  
You have not listed any degree. Please [add one](#) before entering grades.  
Notes have not been added to this profile.

**Add new degree**

This entry is  Degree  Training

School: \*

City:

State/Province:

Country:

Degree: \*

Field of Study:

From: MM YYYY To: MM YYYY \*

Once you have added a degree, click the links to add your coursework and an explanation of the grading system.

**D. Scholastic Performance**

**Scholastic Performance**  
University of Tennessee MS N/A  
No grades entered for this school.  
[Add courses](#)

**Explanation of grading system** [[Edit notes](#)]  
Notes have not been added to this profile.

**Add/Edit Grades**

Year	Course	Grade
<input type="text" value="YYYY"/>	<input type="text"/>	<input type="text"/>

**Explanation of grading system**

Enter explanation of grading system as free text here.

Notes have not been added to this profile.



## Step 8: Downloading your completed NIH Biosketch

**Profile name:** My Biosketch [ [Edit](#) ]  
**Profile type:** NIH Biosketch (March 2021) [NIH Biographical Sketch Instructions](#)  
**Last Updated:** 26 March 2021  
**Sharing:** Private [ [Change](#) ]

[Download: PDF](#) [Word](#) [XML](#)

OMB No. 0925-0001 and 0925-0002 (Rev. 12/2020 Approved Through 02/28/2023)

At the top and bottom of your SciENcv, you have 3 format options for downloading your profile.

Below is PDF version of my new NIH Biosketch.

**Important Notes:**

- You may maintain as many versions of your SciENcv as you wish
- You can edit them at any time
- You can duplicate them and perform edits to create a completely new Biosketch.

Name	Last Update	Sharing	Type
<a href="#">Annette M. Williams</a>	20-Jan-2020	Public	NIH Biosketch
<a href="#">Annette Williams Test</a>	3:35 PM	Public	NIH Biosketch

[Manage SciENcv](#)

OMB No. 0925-0001 and 0925-0002 (Rev. 03/2020 Approved Through 02/28/2023)

---

**BIOGRAPHICAL SKETCH**

Provide the following information for the Senior/key personnel and other significant contributors. Follow this format for each person. DO NOT EXCEED FIVE PAGES.

---

**NAME:** Williams, Annette

---

**eRA COMMONS USER NAME** (credential, e.g., agency login):

---

**POSITION TITLE:** Senior Information Scientist

---

**EDUCATION/TRAINING** (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)

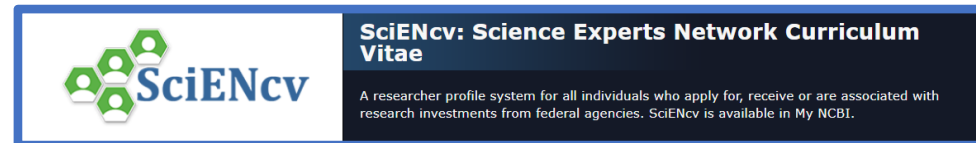
INSTITUTION AND LOCATION	DEGREE (if applicable)	END DATE MM/YYYY	FIELD OF STUDY
State University of New York at Buffalo, Library and Information Science , Buffalo, New York	MLS	1991	Library and Information Science

---

**A. Personal Statement**

My entire career has been devoted to health information sciences with a firm trajectory along the path of data and information organization, defining metadata for a variety of data types, and facilitating discovery of relations among data. In 1992 I started my professional career as a medical cataloger at the State University of New York at Buffalo, and joined the Eskin Biomedical Library (EBL) at Vanderbilt University Medical Center (VUMC) in 1993 where my skills were applied to the then burgeoning world of digital

## Step 9 (optional): Use MyNCBI's NCBI Account Setting to Assign a Delegate/Delegates to Curate Your Biosketch On Your Behalf



<https://www.ncbi.nlm.nih.gov/sciencv/>

THE NCBI ACCOUNT SETTINGS, also allow you to assign a **Delegate** to curate your Biosketch

- Within your My NCBI record, click your username in upper right and this will link you to **NCBI Account Settings**.
- Scroll down to the section labeled “**Delegates**” and click “Add a Delegate”. The system will respond with this screen:

A screenshot of a web browser dialog box titled "Add a delegate". The dialog box has a blue header bar with the title and a close button (X). The main content area is white and contains the following elements: a label "Enter your delegate's email address:" followed by a text input field; two buttons, "OK" and "Cancel"; and a section titled "What'll happen:" followed by a bulleted list of three items. A blue arrow points from the text in the previous block to the "Add a Delegate" button in the screenshot.

What'll happen:

- Your delegate will receive an e-mail notifying them of access.
- Your delegate will click a link in the e-mail to activate access.
- If your delegate does not have a My NCBI account, they will be invited to register.

*Center for Knowledge Management*

# *SciENcv NIH-Compliant Biosketch Tutorial Completion*

- You have now completed a tutorial on basic My NCBI Account setup and used its features and those of outside sources to create a SciENcv NIH-compliant Biosketch.

## **Additional Resources**

- The National Center for Biotechnology Information's (NCBI) SciENcv website: <https://www.ncbi.nlm.nih.gov/sciencv/>
- National Institutes of Health Grants & Funding: About Grants: <https://grants.nih.gov/grants/forms/biosketch.htm>
- National Library of Medicine's My NCBI tutorial: [https://www.nlm.nih.gov/bsd/disted/pubmedtutorial/070\\_010.html](https://www.nlm.nih.gov/bsd/disted/pubmedtutorial/070_010.html)
- The National Center for Biotechnology Information's (NCBI) My NCBI video tutorial: <https://www.youtube.com/watch?v=fTIGVPXLXeE>
- National Library of Medicine's Inside Guide to the New My Bibliography video tutorial: <https://www.youtube.com/watch?v=DDHkAVQ5dDQ>